

WOOD TOBÉ-COBURN SCHOOL

8 East 40th Street
New York, NY 10016-0190
(212) 686-9040 (phone)
(212) 686-9171 (fax)

COURSE SYLLABUS

COURSE / SECTION NUMBER: CA 104 Web Authoring Tools

SEMESTER: Spring SEMESTER – TERM I 2014

DAY(S) / HOURS: M-F 11:00AM – 11:50AM

ROOM: 210

INSTRUCTOR: Professor D. Safonte

Email: safonte.wtcs@gmail.com (Preferred)

Email: dsafonte@woodtobecoburn.edu

Office Phone: (212) 897-0169

OFFICE HOURS: Conference Room C

Wednesday 10:00 PM – 10:50 PM

WEB AUTHORING TOOLS COURSE OUTLINE

COURSE DESCRIPTION: This course will introduce you how to automate the developmental process of their Web pages using Web authoring tools, including development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises.

THIS COURSE CONSISTS MAINLY OF LAB WORK.

IF LABS ARE NOT SUBMITTED ON THEIR DUE DATE – YOU WILL FAIL THIS COURSE!

GO to www.daniellesafonte.com/WTCS and select the course to download all materials needed for class labs.

PREREQUISITE(S): CA120 – Web Development

CREDITS: 1 Semester Credits

HOURS: 10 Lecture / 28 Lab

INSTRUCTIONAL MATERIALS AND REFERENCES

Required Text:

New Perspectives on Microsoft® Expression Web 3.0: Comprehensive, 1st Edition

Henry Bojack ISBN-10: 0538746742 © 2011

Additional Requirements:

- A loose leaf binder or notebook to keep notes.
- A flash drive is suggested to keep your data files and programming projects on, so you can take them with you between class and home.
- -OR- Use of a Google Drive folder where you save your items DAILY!

There will be assignments that may be started in class, but need to be completed at home.

This will be the easiest way for you to do that. If you do not have a flash drive and cannot obtain one, then you are responsible for compressing your files into a single ZIP file and emailing it to yourself daily, so you have access to them at home. You will then have to download the zip file from your email and extract it to your hard drive before you can begin working again. This is why a flash drive is easier, faster and better.

WOOD TOBÉ-COBURN SCHOOL

8 East 40th Street

New York, NY 10016-0190

(212) 686-9040 (phone)

(212) 686-9171 (fax)

COURSE POLICIES AND GUIDELINES

COURSE POLICIES: To successfully complete the course, students are expected to follow these classroom policies:

- A. Bring the textbook to every class session. The book is needed to complete labs. If you do not come prepared, your grade will be affected.
 - B. Maintain regular attendance at all class sessions. If you are absent, it is your responsibility to complete all required lessons and assignments. It is also your responsibility to turn in work due on the date of the absence via email to the professor. Late work may only be accepted at the discretion of the instructor with an excused absence (court date with written proof, or doctors' note). No one is guaranteed acceptance of late work.
 - C. Complete your own work. Submission of someone else's work as your own will result in a 0 for that assignment and possible failure of the course.
 - D. Demonstrate professional courtesy in speaking and behavior shown towards the instructor and classmates.
 - E. All cell phones and electronic devices MUST be OFF during class! Headphones are only allowed during personal lab work time. YOU WILL BE WRITTEN UP IF YOU ARE WEARING HEADPHONES ANY OTHER TIME!**
 - F. No Instant Messaging, Tweeting, Facebook Usage, Web Surfing, or anything of the sort in the classroom, whether on the school computers or your own devices.
 - G. No eating or drinking allowed in class.
 - H. You are required to be in dress code to every class session. If you are not, you will be asked to leave and see the Director of Education.
 - I. Homework and Lab Work count for 40% of your grade!** Homework will be counted as 100% when handed in on time. There will be a 5% deduction for each DAY that assignment is late. If you are absent from class, you are required to get the day assignment from either myself or a classmate.
-

ATTENDANCE AND LATE ARRIVAL POLICY

- A. All Classes being on the hour.
- B. Attendance will be taken at the beginning of each class (within first 5 minutes).
- C. Arrival after last name is called is LATE!
- D. Three late arrivals will equate to one absence and will be recorded as such in our school attendance records.
- E. Students who arrive 20 minutes or more late to class will be considered absent.** Students are encouraged to enter the class at this time as long as they do not disrupt the class, so they can at least benefit from the lesson for the day.
- F. Regular class attendance is essential. Regular and punctual attendance is extremely important while in school and makes it considerably easier to satisfy employers who demand this behavior. Development of professional conduct at Wood Tobé-Coburn School is just as important as the development of skills
- G. Absence from class, regardless of reason involves a loss to both the student and to other members of the class. Wood Tobé-Coburn School policy requires students to attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible to attend class, excessive absenteeism may result in a lowered grade or other administrative action. An absence rate in excess of 10% of the classes scheduled may result in dismissal from school. A student who accumulates ten consecutive days of absence is considered to have withdrawn from school
- H. Attendance is expected and is taken each day. If you will not be able to attend class, email me at**

WOOD TOBÉ-COBURN SCHOOL

8 East 40th Street

New York, NY 10016-0190

(212) 686-9040 (phone)

(212) 686-9171 (fax)

Safonte.wtcs@gmail.com within class hours. Also call a classmate to obtain the homework assignments. You are responsible for the content covered during your absence; this includes all assignments, class work, and work due on the day of your absence

- I. Please do not ask to leave the class early. If you are late or leave class early, you will not earn credit for attending class that day. If you are late to class, wait until after class to tell me. It is your responsibility to inform me that you were in class and see that it is marked on my attendance sheet
 - J. Professional behavior is expected of all students. You are expected to abide by the Wood Tobé-Coburn School Academic Catalog and the student handbook for conduct, ethical behavior, and other rules/regulations
-

ACADEMIC DISHONESTY POLICY

Academic dishonesty includes, but is not limited to, using unauthorized aids to complete an exam or project, submitting another student's work, sharing data via the network or diskette/flash drive, and copying from another student with or without their permission.

The Director of Education will suspend students who are caught cheating from school for a minimum of 24 hours. In addition, the students will not receive any credit for the work in question or any other work missed during the period of suspension.

DRESS CODE POLICY

Students are required to dress in appropriate professional attire. The Wood Tobé-Coburn School student is expected to maintain the same high standard of appearance and grooming that are expected by the business, design, and health care communities.

Students who are not in compliance with the dress code will be sent home. Faculty members may send students home from class or may elect to send them to the Director of Education to be sent home. Students will not be allowed to make up work missed during the period of suspension.

ASSIGNMENTS

In order to achieve the course objectives, you will use the textbook and other reference sources to complete in-class and homework exercises, as well as a final project. Completing all homework and in-class assignments will help you maximize your achievement on the tests and other writing assignments.

WOOD TOBÉ-COBURN SCHOOL
8 East 40th Street
New York, NY 10016-0190
(212) 686-9040 (phone)
(212) 686-9171 (fax)

METHODS OF EVALUATION: Course grade is determined as follows*:

* Professor Reserves the Right to Eliminate/Recalculate Any Assessment.

GRADING SYSTEM:

A = 95 < 100 A- = 90 < 94 B+ = 87 < 89 B = 84 < 86 B- = 80 < 83 C+ = 76 < 79 C = 72 < 75 C- = 68 < 71 D+ = 64 < 67 D = 60 < 63 F = 0 < 59

Attendance	5%
Participation	5%
Homework/Labs	40%
Mid Term Exam	15%
Quizzes	10%
Final Exam	15%
Final Project	10%

All Assignment Submissions

All Homework and class work assignment submissions **MUST** include Your Name, Course Number and Section, Assignment Name in the email subject line; *eg: Email Subject:, CA102, Homework 1 Review Questions*

ALL SUBMISSIONS MUST BE SUBMITTED VIA Shared Google Drive or email to
Safonte.WTCS@gmail.com

****NO PRINTED SUBMISSIONS! ****

Homework/Labs

You may be given various classroom hands-on labs and/or homework assignments to be completed individually throughout the term, in addition to hands-on exercises we complete as a class together during lectures. These assignments are to solidify your programming skills in preparation for the final project and exams. They do need to be handed in, and will be graded. The professor may float the room and inspect progress.

Regular completion of classroom labs and homework also count toward classroom participation.

Assignments have **DUE DATES** that need to be met for full credit. Any late assignment, if approved by the instructor, will be subject to a **5% PENALTY PER DAY against the grade of that assignment**, up to 10 days late. Thereafter, the assignment **will not be accepted**. You are responsible for checking the course website daily for new homework assignments, as I may post them at ANY time, whether or not discussed in class.

**YOU WILL NOT PASS THIS CLASS IF YOU DO NOT SUBMIT YOUR
HOMEWORK AND LABS ON TIME!**

**GO to www.daniellesafonte.com/WTCS and select the course to download all materials
needed for class labs.**

WOOD TOBÉ-COBURN SCHOOL
8 East 40th Street
New York, NY 10016-0190
(212) 686-9040 (phone)
(212) 686-9171 (fax)

Attendance/Participation

EACH STUDENT STARTS WITH 5 POINTS EACH FOR ATTENDANCE/PARTICIPATION ON DAY ONE!

It's up to you to work hard to keep them. Your participation encompasses a lot of work. Labs, Reading Assignments, Homework Assignments, Classroom Discussions, Quizzes, Attendance, Punctuality and Classroom Etiquette all fall under this part of your grade. Your participation is graded on completion, as well as attendance and punctuality. If you do ALL the work, including quizzes, respect the policies and classroom etiquette, and you are never absent or late, then you will keep the full 10 points. Miss any work and points may be deducted as discussed earlier. One Point may also be deducted for each absence, and ½ point for lateness. If you are more than 20 minutes late, a full point will be deducted as if you were absent. Make no mistake; participation heavily affects your grade! A loss of all participation points means you will likely NOT earn better than a "B+" in this class!

Quizzes

There will be 5 quizzes throughout the term. Quizzes will generally be every week, except on the week of the Midterm Exam and Final Exam. They may be given on different days during the week. Quizzes cannot be made up if you are absent, regardless of reason or note.

Midterm Exam

There WILL be a multi-chapter, cumulative written exam at the Midterm Point. This assessment will be graded on a 100% scale and will include True/False and Multiple Choice questions. There will also be critical thinking questions in the form of desk-checking, debugging and writing of code.

The date of this exam will be: Thursday, January 30th, 2014

Final Exam and Final Project

There WILL be a multi-chapter, cumulative written exam at the Final Point. This assessment will be graded on a 100% scale and will include include True/False and Multiple Choice questions. There will also be critical thinking questions in the form of desk-checking, debugging and writing of code.

The date of this exam will be: Thursday, February 27th, 2014

There will be a Final Project in this class. Students will be responsible for working individually to create a comprehensive working application based on the skills learned throughout the term. Students will be permitted to choose from two projects from the text book.

The due date's of this project be Tuesday & Wednesday February 25th & 26th, 2014.

WOOD TOBÉ-COBURN SCHOOL
8 East 40th Street
New York, NY 10016-0190
(212) 686-9040 (phone)
(212) 686-9171 (fax)

TOPICAL OUTLINE: This is a tentative Outline/Schedule. Some chapters may need more than one week. That will be determined as we progress through the semester.

Week	Topics	Chapter	Exams/Labs/HW
Wk. 1 1/06 - 1/10	<ul style="list-style-type: none"> • Identify the purpose of HTML and CSS • Change views in the Editing window • Position, close, and open task panes • Describe the function of the status bar • Use the Expression Web editing tools • Cut and paste text • Enter page properties for search engines • Use the SuperPreview feature Learn the functions of the Common toolbar • Change the size of text • Discern which fonts to use on a Web page • Check the document for spelling • Create a list • Insert a horizontal line • Insert symbols • Format text using the Font dialog box 	Chapter 1 Chapter 2	<p>Quiz #1 – January 10th Classwork: Lab #1 – Ch. 1 “Italian Restaurant” Lab #2 – Ch. 2 “Florida Vacations”</p> <p>Homework: Chapter 1: QuickCheck Sessions 1.1 & 1.2 Chapter 2: Quick Check Sessions 2.1 & 2.2</p> <p><u>Due: Wednesday</u></p>
Wk. 2 1/13 – 1/17	<ul style="list-style-type: none"> • Identify the differences among image file types • Evaluate the purpose of alternate text • Position an image • Wrap text around images • Identify the picture properties • Create a border and white space around images • Change the size of an image • Modify the contents of an image • Explore the functions of the Pictures toolbar • Create a thumbnail image 	Chapter 3	<p>Quiz #2 – January 17th Classwork: Lab #1 – Ch. 3 “The House”</p> <p>Homework: Chapter 3: QuickCheck Sessions 3.1 & 3.2</p> <p><u>Due: Wednesday</u></p>
Wk. 3 1/20 – 1/24	<ul style="list-style-type: none"> • Place bookmarks on a Web page • Create a link to a bookmark • Create a link to another Web page • Create a link to an external Web site • Create an email link • Create a link to an image • Construct an image map • Create and modify hotspots • Change link colors • Edit a hyperlink 	Chapter 4	<p>Quiz #3 – January 24th Classwork: Lab #1 – Ch. 4 “Italian Restaurant 2”</p> <p>Homework: Chapter 4: QuickCheck Sessions 4.1 & 4.2</p> <p><u>Due: Wednesday</u></p>

WOOD TOBÉ-COBURN SCHOOL
8 East 40th Street
New York, NY 10016-0190
(212) 686-9040 (phone)
(212) 686-9171 (fax)

Wk. 4 1/27 – 11/31	<ul style="list-style-type: none">• Evaluate why CSS styles are used• Determine where to write styles• Create an element selector style• Implement the font properties on a Web page• Create a style based on an element, class, and ID selectors• Apply and modify styles• Create an external style sheet• Attach a CSS style sheet to an HTML file• Run a CSS report	Chapter 5 MIDTERM Exam: Chapters 1 – 5	Classwork: Lab #1 – Ch. 5 “Holidays” Homework: Chapter 1: QuickCheck Sessions 5.1 & 5.2 <u>Due: Wednesday</u> MIDTERM January 30th
Wk. 5 2/03 – 2/07	<ul style="list-style-type: none">• Create a data table to display and organize data• Modify table properties and layout• Input data into a table• Insert and delete rows and columns• Merge table cells• Create a template layout• Modify a layout• Create a navigation bar• Format a table using the Table AutoFormat feature	Chapter 6	Quiz #4 – February 7th Classwork: Lab #1 – Ch. 6 “Short Stories” Homework: Chapter 6: QuickCheck Sessions 6.1 & 6.2 <u>Due: Wednesday</u>
Wk. 6 2/10 – 2/14	<ul style="list-style-type: none">• Create an HTML form• Create fields for text• Add labels for form elements• Create radio buttons and check boxes• Insert drop-down lists• Create methods for sending data and clearing forms• Insert advanced command buttons• Create a way to upload a file• Organize and style form elements	Chapter 7	Quiz #5 – February 14th Classwork: Lab #1 – Ch. 7 “Order Form” Homework: Homework: Chapter 7: QuickCheck Sessions 7.1 & 7.2 <u>Due: Wednesday</u>
Wk. 7 2/17 – 2/21	<ul style="list-style-type: none">• Insert an interactive button• Modify the appearance of an interactive button• Change the button text• Create a navigation bar• Create a jump menu• Modify a jump menu list• Implement swap image behavior• Add multimedia to a Web page	Chapter 8 Chapter 9	Quiz #6 – Friday February 21st Classwork: Lab #1 – Ch. 8 “Great Stories” Lab #2 – Ch. 9 “Favorite Sites” Homework: Chapter 8: QuickCheck Sessions

WOOD TOBÉ-COBURN SCHOOL
8 East 40th Street
New York, NY 10016-0190
(212) 686-9040 (phone)
(212) 686-9171 (fax)

- Use a page template to create style and content
- Edit a layout
- Change Web site styles
- Create a Web page from a template
- Create a Dynamic Web Template
- Manage the editable regions of a Dynamic Web Template
- Attach a template to an existing page
- Publish a Web page

8.1 & 8.2

Chapter 8: QuickCheck Sessions
9.1 & 9.2

[Due: Wednesday](#)

Wk. 8
2/24 – 2/28

1. Final Exam Review
2. Final Project
3. Final Exam

Classwork:
Review for Final
MONDAY 02/24/14

Final Exam:
Chapter's
6 - 9

Final Project– Tuesday & Wednesday
2/25 & 2/26
Final Exam – Thursday 2/27